

**OFFICIAL USE ONLY****Emergency Procurement Authorization**

For emergency procurements, the on-call Laboratory Emergency Duty Officer (or, if the Emergency Operations Center has been activated, the Laboratory Emergency Director) must complete this form and submit it to the Procurement & Materiel (P&M) Customer Service Group Leader on the next business day.

**LEDO name** \_\_\_\_\_ **Phone no.** \_\_\_\_\_

**Date of call** \_\_\_\_\_ **Time of call** \_\_\_\_\_

**Requester name** \_\_\_\_\_ **Phone no.** \_\_\_\_\_

**Nature of emergency:**

**Description of needed item(s)** *(include specifications, performance requirements, quantities, etc.):*

**Deliver to (location), if applicable:**

**Receiver name** \_\_\_\_\_

**Seller name** \_\_\_\_\_ **Phone no.** \_\_\_\_\_

**Address** \_\_\_\_\_

**Contact name** \_\_\_\_\_ **Phone no.** \_\_\_\_\_

Purchased Item(s)	No. of Units	Unit Price	Total
Total Price			

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

☐ Laboratory Emergency Duty Officer (LEDO)      ☐ Laboratory Emergency Director